

Radiation Safety Committee	Schedule of Meetings
Standard Operating Procedure	

Schedule	The Radiation Safety Committee (RSC) will schedule routine meetings each calendar quarter, on the third Thursday of February, May, August, and November. Special meetings can be called by the Chair, as required.
Time	Meetings will start at 8:30 am and end at approximately 11:30 am.
Location	Meetings will be held in a reserved conference room at the following address: George Washington Carver Center 5601 Sunnyside Road Beltsville, MD 20705
Proposed Agenda	A proposed agenda will be developed by the Chair and sent to the members and alternates prior to the meeting. Additional agenda items can be added by contacting the Chair, RSC.
Schedule Changes	All Committee members will be notified of changes to the routine schedule at least two (2) weeks prior to the scheduled meeting date.

Approved:

<p>_____</p> <p>Chair, Radiation Safety Committee</p>	<p>_____</p> <p>Date</p>
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